



ROM II

SALES OFFICER

RECORDS AND RETURNS

AUDIT

**BALANCE SHEET
RECEIPTS**

RECEIPTS FROM PURCHASES

MONTH 1	_____		
MONTH 2	_____		
MONTH 3	_____		
MONTH 4	_____		
MONTH 5	_____		
TOTAL	_____	LINE B01	_____

TRANSFERS FROM OSO

MONTH 1	_____		
MONTH 2	_____		
MONTH 3	_____		
MONTH 4	_____		
MONTH 5	_____		
TOTAL	_____	LINE B05	_____

OPENING INVENTORY

LINE B28 (PREVIOUS RETURNS)	_____	LINE B08	_____
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TOTAL RECEIPTS

B01 THUR B08 TOTALS	_____	LINE B09	_____
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**BALANCE SHEET SECTION
EXPENDITURES**

ISSUES TO USE

TOTAL DD 1149'S	_____	LINE B10	_____
B10 REPORT TOTAL	_____		

BULK SALES

TOTAL DD 1149'S	_____		
CASH SALES INVOICE	_____		
B12 REPORT TOTAL	_____	LINE B12	_____

LOSS/ (GAIN) BY INVENTORY

B14 REPORT	_____	LINE B14	_____
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SURVEYS TO NWCF

TOTAL DD 200'S	_____		
B15 REPORT TOTAL	_____	LINE B15	_____

TRANSFERS TO OSO

TOTAL DD 1149'S	_____		
TOTAL NAVCOMPT 176	_____		
B19 REPORT TOTAL	_____	LINE B19	_____

COST OF RETAIL SALES

B21 REPORT	_____	LINE B21	_____
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COST OF OPERATIONS RETAIL

B22 REPORT TOTAL		LINE B22	_____
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SURVEYS TO SSPN/MARKDOWNS TO ZERO (RETAIL)

TOTAL DD 200'S	_____		
B23 REPORT TOTAL	_____	LINE B23	_____

COST OF VENDING SALES (SODA)

B25 REPORT TOTAL	_____	LINE B25	_____
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COST OF OPERATIONS (SODA VENDING)

B26 REPORT	_____	LINE B26	_____
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**BALANCE SHEET SECTION
EXPENDITURES (CONT)**

SURVEYS TO SSPN/MARKDOWN TO ZERO (SODA VENDING)

TOTAL DD 200'S	_____	LINE B27	_____
B27 REPORT TOTAL	_____		

CLOSING INVENTORY

INV COUNT BULK	_____		
INV COUNT RETAIL	_____		
TOTAL	_____	LINE B28	_____

(NOTE: TOTAL VALUE OF ALL INVENTORY COUNT REPORTS MUST EQUAL CONSOLIDATED STOCK RECORD LISTING (B28) REPORT)

TOTAL EXPENDITURES

B10 THRU B28 TOTALS	_____	LINE B30	_____
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* ENSURE LINE B09 EQUALS LINE B30

**PROFITS SECTION
RECEIPTS**

BROUGHT FORWARD

LINE C24 (PREV RETURNS) _____

LINE C01 _____

RETAIL SALES (DD 1149 CASH SALES INVOICE)

MONTH 1 _____
MONTH 2 _____
MONTH 3 _____
MONTH 4 _____
MONTH 5 _____
TOTAL _____

C02 REPORT TOTAL _____

LINE C02 _____

VENDING MACHINE SALES (DD 1149 CASH SALES INVOICE)

MONTH 1 _____
MONTH 2 _____
MONTH 3 _____
MONTH 4 _____
MONTH 5 _____
TOTAL _____

C03 REPORT TOTAL _____

LINE C03 _____

CONTRIBUTIONS TO SHIP'S STORE PROFITS (DD 1149 CASH SALES INVOICE)

MONTH 1 _____
MONTH 2 _____
MONTH 3 _____
MONTH 4 _____
MONTH 5 _____
TOTAL _____

C04 REPORT TOTAL _____

LINE C04 _____

REBATES

C04A REPORT TOTAL
AMOUNT ON LETTERS _____

LINE C04A _____

OTHER CONTRIBUTIONS

C04B REPORT TOTAL
DD 1149 CASH SALE
INVOICE TOTAL _____

LINE C04B _____

**PROFITS SECTION
RECEIPTS (CONT)**

NEXCOM LOANS

C05/C20 REPORT TOTAL
AMOUNT ON LETTERS
(1 TIME ENTRY) TOTAL

LINE C05

NEXCOM GRANTS

C06 REPORT TOTAL
AMOUNT ON LETTERS
(1 TIME ENTRY) TOTAL

LINE C06

TOTAL RECEIPTS

C01 THRU C06 TOTAL

LINE C09

EXPENDITURE SECTION

COST OF SALES RETAIL

LINE B21 (CURRENT) _____ LINE C10 _____

OPERATING EXPENSES

LINE B14 (CURRENT) _____
LINE B23 (CURRENT) _____ LINE C12 _____

LAUNDRY CLAIMS / OTHER SERVICE CHARGES

C13 REPORT TOTAL _____
TOTAL ALL 1034'S _____
TOTAL ADR'S FOR REPAIR/LABOR _____ LINE C13 _____

GENERAL FUND ASSESSMENT (LOCAL/NEXCOM)

LINE C02 X 0.005% _____ LINE C14A _____

GENERAL FUND ASSESSMENT (BUPERS)

LINE C02 X _____% _____ LINE C14B _____

COST OF SALES VENDING (SODA)

LINE B25 (CURRENT) _____ LINE C15 _____

COST OF OPERATIONS VENDING (SODA)

LINE B26 (CURRENT) _____
LINE B27 (CURRENT) _____ LINE C16 _____

EQUIPMENT PURCHASES

C18 REPORT TOTAL _____
TOTAL ADR'S FOR EQUIP PURCHASES _____ LINE C18 _____

DISBURSEMENT TO AMUSEMENT MACHINE CONTRACTOR

MONTH 1 _____
MONTH 2 _____
MONTH 3 _____
MONTH 4 _____
MONTH 5 _____
TOTAL _____

C19 REPORT _____ LINE C19 _____

EXPENDITURE SECTION (CONT)

LOAN REPAYMENTS

C05/C20 REPORT TOTAL _____
BEG BAL C21: _____
END BAL C21A: _____ LINE C20 _____

FUNDS TRANSFERRED TO WELFARE AND RECREATION

THESE ARE FUNDS TRANSFERRED FOR THE PREVIOUS ACCOUNTING PERIOD, PLUS ANY THAT YOU HAVE GIVEN THIS ACCOUNTING PERIOD.

TOTAL 2277'S / 1034'S _____
C22 REPORT TOTAL _____ LINE C22 _____

TOTAL EXPENDITURES

C10 THRU C22 TOTAL _____ LINE C23 _____

FUNDS AVAILABLE TO TRANSFER TO WELFARE AND RECREATION

C09 - C23 _____ LINE C24 _____

LIABILITIES ASSUMED / OPERATING EXPENSES

HOW MUCH DO YOU WANT TO HOLD BACK FOR ANTICIPATED EXPENSES NEXT ACCT PERIOD

_____ LINE C24A _____

FUNDS AVAILABLE TO TRANSFER TO WELFARE AND RECREATION

LINE C24B IS WHAT YOU WILL GIVE WEL/REC THIS TIME AND WILL BE PUT ON LINE C22 NEXT ACCT PERIOD.

C24 - C24A _____ LINE C24B _____

OPERATING PROFIT

LINE C02 - C10 THRU C14B _____ LINE C25 _____

VENDING MACHINE PROFIT

LINE C03 - C15 AND C16 _____ LINE C26 _____

AMUSEMENT MACHINE PROFIT

LINE C04 - C19 _____ LINE C27 _____